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STATE OF COLORADO

THE CIVIL SERVICE COMMISSION

A Compilation of the Civil Service Act, Rules
and Regulations in Force on January 3, 1911,
with Other Information, Published by
Authority of the Civil Service
Commission.



DENVER, COLORADO
THE SMITH-BROOKS PRINTING CO., STATE PRINTERS
1911

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Civil Service Commissioners

HENRY VAN KLEECK, President.

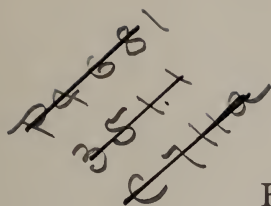
HORACE N. HAWKINS.

SARAH S. PLATT DECKER.

OFFICE

State Capitol,

Denver, Colo.



REGULATIONS

INSTRUCTIONS TO APPLICANTS FOR THE CLASSIFIED SERVICE.

I. General Suggestions.

These instructions should be carefully read, as they answer most of the questions which applicants ask. The Commission can not undertake to answer inquiries as to vacancies in the service, duties, salaries, prospect of appointment or promotion, or as to the course of preparation which applicants should follow, or inquiries relating to cases which are not officially before it for decision; nor can it decide, except in the case of actual applicants, questions respecting the application of the rules. Where no exceptions are specified none are allowed. Inquiries in regard to examinations and other business should be made directly to the Civil Service Commission, and preferably by calling in person at its office.

General suggestions to applicants.

II. Obtaining and Filling Out Application Blanks.

Applicants for examination or registration must file applications for the particular examination or registration which they seek, within the time advertised for that purpose, on a form furnished on request by the Commission, and receive official notice of the examination or registration before they can be examined or registered.

Applications for examination or registration must be filed with Commission.

Full instructions for the execution of the application will be found on the blank itself, and applicants are cautioned to answer all questions and conform in all respects to the printed instructions.

How to fill blank.

The certificates of three vouchers required in the application papers are of the utmost importance. Applicants should seek as vouchers men who have employed them or who have known them practically in their calling. The certificates are of weight only so far as they show real or close knowledge of the candidates, and the Com-

Certificates from three reputable citizens.

No recommendation other than certificates received.

mission's action can in no way be biased by the political influence, real or supposed, of the signers. No recommendation other than those provided for in the application blank shall be filed with the Commission.

Statements verified.

All statements in applications and in certificates of vouchers shall be subject to investigation by the Commission.

Good for one examination.

An application will be good for only one examination, and if an applicant desires to take more than one he must file a separate application for each.

When disapproved.

All applications which show the applicant to be ineligible for the examination or registration which he seeks, will be disapproved and retained in the files of the Commission. All applications which are defective in their execution and can be corrected by the applicant, will be returned for correction. All unused applications will be cancelled, after they have been on file one year, on the order of the Commission.

Defective to be returned.

When cancelled.

Part of official records.

Applications which have been approved or disapproved and all examination papers of competitors form a part of the official records of the Commission and can not, under any circumstances, be returned to the applicants.

III. Persons Who Will Not Be Examined, Registered or Certified.

Persons not examined, registered or certified.

No person shall be examined, registered or certified for a position:

Fee not paid to state treasurer.

1. Who has not paid the state treasurer the sum of one dollar and does not exhibit the treasurer's receipt therefor. This applies to all applicants except unskilled laborers.

Application not filed.

2. Who has not, within the time limited by the Commission, filed an application upon the form prescribed for the particular examination or registration which he seeks and does not exhibit an official notice to appear for such examination or registration.

Lacking any requirement.

3. Who is found to lack any preliminary requirement for the examination or service which he seeks.

Not within age limit.

4. Who is not within the age limit prescribed for the service which he seeks.

Physically unfit.

5. Who is physically unfit for the service which he seeks.

- | | |
|--|---------------------------------|
| 6. Who is addicted to the habitual use of intoxicating beverages to excess. | Intoxicating beverages. |
| 7. Who has been guilty of a crime or notoriously disgraceful conduct. | Crime or disgraceful conduct. |
| 8. Who has, within two years, been dismissed from the public service for delinquency or misconduct. | Dismissed for delinquency, etc. |
| 9. Who has intentionally made a false statement of any material fact or practiced, or attempted to practice, any deception or fraud in his application, or examination, or in securing eligibility or appointment. | False Statements.
Fraud. |

IV. Examinations.

Official notice of the time and place of examination will be given to all candidates whose applications have been duly filed and approved.

The subjects of examination and their relative weights will vary with the requirements of the service for which the examination is held. Practical and oral tests may be given.

Where physical capacity is of importance, a certificate from a reputable physician or a physical examination may be required.

Unskilled laborers will not be examined for registration except as to age, residence, physical condition, ability to labor, sobriety, industry and experience, as to which the application with accompanying certificates will usually be sufficient evidence.

V. What Applicants Should Bring to Examination Room.

Persons taking the stenographer and typewriter examinations must provide themselves with typewriting machines and stands or tables; those taking the bookkeeper, draughtsman, or other examinations requiring the use of instruments, must furnish the instruments required. All competitors must provide themselves with pens, penholders, pencils, erasers, ink and blotters. Competitors should not bring any paper for use in the examination room, as sufficient blank paper will be furnished for all purposes.

Each applicant must present his notice of examination and a receipt for one dollar from the state treasurer to be admitted to the examination.

What should be brought to examination room.

Notice of examination and state treasurer's receipt.

VI. Conduct of Examinations.

Rules for the examination.

The following is a copy of the regulations which are given to each competitor at the beginning of every examination:

Declaration sheet.

1. Before proceeding to answer the questions in the examination, you will fill out and sign a declaration sheet and seal the same in an official envelope. At the close of the examination this envelope and your papers shall all be marked by the examiner with an identical number to be known as your examination number. **YOU MUST NOT FILL IN THE BLANK PROVIDED FOR THIS NUMBER ON YOUR PAPERS.** If any name or other means of identification is found on any examination papers or envelope, the papers will not be examined.

Official envelope.

Examination number.

See that you have correct examination sheets and return them all.

2. See that each sheet received by you pertains to the kind of examination which you are taking, and take care that you do not omit any of the sheets, which must all be returned at the close of the examination. Competitors are held responsible for errors and omissions.

Place, date and time.

3. Note in the proper blank spaces the place and date of the examination, and the time of commencing and completing each examination sheet.

Limit of time.

4. You are not limited in time on any sheet, but you should gauge your work so as to complete the examination within the prescribed limit of time. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examination room.

Do not leave the room.

5. Do not leave the room with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. Competitors are allowed to leave the examination room for luncheon on the completion of any sheet of questions, after 12 o'clock. No additional allowance of time will be granted on account of such absence. No competitor shall leave the room at any time without permission of the examiner.

Read printed instructions.

6. Read carefully the printed instructions on each sheet before commencing work thereon.

Back of sheet may be used.

7. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

Spilled sheet.

8. A question sheet spoiled by you can not be exchanged for another of the same kind.

9. Perform all work on each examination sheet with ink. Write in ink.

10. Pencil and scratch paper may be used in preliminary work, except in spelling exercise, which must be written with ink directly on the examination sheet from the dictation of the examiner. Pencil when allowed.

11. Use no scratch paper except that furnished by the examiner in charge and, on completing an examination sheet, hand him the scratch paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the scratch paper is collected, not for consideration in the marking, but for destruction. Scratch paper to be returned.

12. No helps of any kind are allowed. Before the examination is commenced, hand to the examiner any written or printed matter that you may have which might, if used, aid you in your work. Do not make a copy of any of the questions to be taken from the examination room. No helps allowed.

13. All conversation or communication between the competitors during the examination is strictly prohibited. No conversation.

14. CAUTION. Every competitor is cautioned not to attempt to copy from the work of any other competitor nor to permit any competitor to copy from his work or look over the sheets in his possession. All work, as soon as written, should be carefully covered with a blotter or turned over as the sheets are completed. Evidences of copying or collusion in an examination may result in the cancellation of the examination papers and in debarring those guilty from all future examinations. Caution not to copy work of another.

15. All necessary explanations will be made to the whole class. Examiners are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist in its solution. Explanations to whole class.

16. No unnecessary delay will occur in marking your papers, and you will be notified of your standing, whether you pass or fail, as soon as your papers are marked. You are requested not to increase the labors of the Commission by making inquiries in regard to your standing. No delay in marking.

VII. Notice of Standing to Competitors.

A notice of standing will be sent to each candidate examined, as soon as practicable, after the papers are rated. The notice will show the general average obtained, which must be at least 70 per cent. to secure the entry of the candidate's name on the appropriate eligible list. Notice of standing.

VIII. When Period of Eligibility Begins and Ends.

Period of
eligibility.

The name of each successful candidate is entered upon the appropriate eligible list as soon as practicable after the completion of the rating of the papers. The period of eligibility on all lists is two years from the date of entering the name upon it, unless continued for a third year by the Commission. All persons will be notified when their eligibility has terminated.

Two years.

Continued
third year.

IX. Change of Address.

Change of
address.

Must notify
Commission.

Applicants and eligibles must keep the Commission informed of any change of postoffice address. A failure to do so will be treated as the fault of the applicant or eligible, and may result in his losing an opportunity of examination or appointment. Requests to have the address changed should be made by letter, and should state whether the applicant has been examined. Such letter should relate only to the change in address. All communications should be directed to the Colorado Civil Service Commission, State Capitol, Denver, Colo.

RULES

(Note: The Civil Service Act is published entire herein, printed in bold face type, while the rules appear in lighter face. The Act, by itself, without the rules, follows) :

I.

ORGANIZATION AND POWERS OF THE COMMISSION.

Civil Service Act, Section 1. As soon as this act shall go into effect, the Governor shall appoint three persons as **Civil Service Commissioners**, to serve for six years, four years and two years, respectively, from the date of their appointment, and until their successors are appointed and qualified. Every alternate year thereafter the Governor, with the consent of the Senate, shall appoint one person, as the successor of the Commissioner whose term shall expire, to serve for the term of six years from the date of appointment and until a successor is appointed and qualified. Any vacancy shall be filled for the unexpired term by appointment by the Governor. At no time shall more than two Commissioners be adherents of the same political party.

Civil Service Commissioners.
Appointment by governor.
Term.
Vacancy.
Political complexion.

The Governor may remove any Commissioner appointed under this act for incompetency, inefficiency, neglect or violation of its provisions, or of the rules in force hereunder, after first specifying in writing the cause of removal.

Removal by governor.

Section 2. The Commissioners shall serve without compensation, but shall be paid their traveling and other necessary expenses actually incurred in the discharge of their official duties. They may appoint one of their number president.

No compensation.
Expenses paid.
President.

Secretary and
chief examiner.

Section 3. They may appoint a secretary who shall also be chief examiner, who shall superintend under their direction any examination under this act, and perform such other duties as they may prescribe. The secretary shall be paid a salary not to exceed eighteen hundred dollars a year, and his necessary traveling expenses actually incurred in the discharge of his official duties. They may also employ such other clerical assistance as may be necessary to carry out the provisions of this act.

Salary.

Traveling
expenses.

Clerical
assistance.

Examiners.

Section 4. Whenever desirable, the Commissioners may designate one or more of their number to act as examiners, or one or more persons in the service of the state, or of any municipality affected by this act, with the consent of the head of the department or office in which said person is employed, who shall act as assistants to the Commissioners in any examination held under this act. All officers of the state or of any municipality affected by this act, shall assist the Commission in carrying out the provisions of this act.

Assistants in
examinations.

Public officers
must assist in
enforcing the
law.

Commission
investigate all
breaches of the
act.

Subpoena
witnesses.
Administer
oaths.

Compel testi-
mony and pro-
duction of
books, etc.

Witness fees.

Same as in
district courts.

Paid by audi-
tor of state.

Section 5. It shall be the duty of the Commission to investigate all alleged breaches of this act, and of its rules, and in the course of such investigation they, or any of them, or the secretary, may subpoena witnesses, administer oaths, compel the testimony of witnesses and the production of books, papers and records relevant to such inquiry, and it shall be the duty of any person so subpoenaed to appear and testify, and to produce such books, papers and records as are called for in such subpoena. The same compensation shall be allowed for the attendance of witnesses service of papers by officers, as is allowed by law in the district courts for the respective counties in which such investigations shall be held, and the Commission shall certify such amounts to the Auditor of the State for payment from the fund which shall be appropriated for the purpose of carrying this act into effect.

Secretary of
state provide
supplies and
office in state
capitol.

Section 6. The Secretary of State shall provide the necessary printing, stationery and postage, and a suitable and properly furnished office in the State Capitol for the Commission. On the request of the Commission, the cus-

todians of public buildings of the state, and of the municipalities affected by this act, shall make suitable provision for the work of the Commission.

Custodians of public buildings make provision.

Section 7. The Commission shall keep records of its proceedings, and of all examinations made by it, or under its authority. All records and documents filed with the Commission shall be preserved as public records and open to public inspection.

Records of all proceedings and examinations.

Public records.

The Commission shall on or before the 15th day of November preceding each regular session of the General Assembly, make a report to the Governor of its work during the two preceding years, including any rules adopted under the provisions of this act, and any suggestions for legislation to carry out its purposes, or to improve the public service. This report shall be printed and distributed as a public document.

Biennial report to governor.

Suggestions for legislation.

Distributed as public document.

Section 8. The Commission shall make and enforce rules to carry out the purposes of this act, and may alter or rescind them. All rules and all changes and rescissions thereof shall be approved by the Governor, and forthwith printed by the Commission for distribution, and one copy thereof sent to each officer, or board of officers, having the right to appoint or employ any person in the public service under this act. If the Governor does not act on a rule or change in a rule within ten days after submission, then such rule or change shall become effective as though approved. The rules shall be printed in one or more newspapers published at the state capital, and in any such publication a date shall be specified not less than ten days subsequent to the date of the publication, when such rules or changes shall go into operation.

Commission shall make rules to carry out the act.

Governor's approval.

Distribution.

Governor's failure to act in ten days.

Publication.

Section 9. The rules shall not be inconsistent with law, may be of general or limited application and, among other things, shall provide, as nearly as the conditions of good administration will warrant, as follows:

The rules shall provide.

First, For the classification of the offices, positions and employments to be filled.

Classification.

Second, For open and competitive examinations to test the practicable fitness of applicants.

Competitive examinations.

Non-competitive examinations for technical positions when necessary.

Lists of eligibles for appointment.

Requisition and certification.

Periods of probation.

Appointments—Provisional, temporary, emergency; transfers, re-appointments, reinstatements.

Promotions.

Vacancies filled by promotion.

Suspension.

Reduction.

Discharge.

Registration and appointment of laborers.

Non-competitive examinations.

Commission make regulations.

Authority of president and secretary.

Third, For appointment to positions requiring technical, professional or scientific knowledge or training, by non-competitive examination when necessary.

Fourth, For lists of eligibles based upon such examinations, from which all vacancies shall be filled, and for requisition and certification.

Fifth, For periods of probation before appointment or employment is made permanent, during which probationers shall not be discharged without consent of the Commission.

Sixth, For provisional, temporary and emergency appointments, and employments; for transfers, re-appointments and re-instatements.

Seventh, For increase of compensation, and promotion by successive grades upon ascertained merit, seniority in service and competitive examination. When practicable, vacancies shall be filled by promotion.

Eighth, For suspension, reduction in grade or compensation, and discharge.

Ninth, For the registration and appointment of laborers, skilled and unskilled, according to priority of application and rating. The rating need not relate to more than capacity to labor, habits of industry, sobriety and honesty.

Tenth, For non-competitive examinations when appropriate competitive examinations do not furnish an appropriate list of eligibles.

(1) The Commission may prescribe regulations for the instruction of its officers and for the execution of these rules, and, subject to its direction, may grant to its president and secretary such general authority and responsibility in the administration of these rules as may not be inconsistent with the powers reserved to the Commission itself by the law or by these rules or vested directly in some other office.

II.

CLASSIFICATION.

Unclassified service.

Boards or Commissions appointed by governor.

Civil Service Act, Section 11. All boards or commissions appointed by the Governor, and one employe of each of them, except of the Civil Service Commission; all officers and employes in educational institutions not reformatory or charitable in character; in municipalities,

one employe of each elective officer, the corporation counsel and his professional assistants, shall form the unclassified service, and shall not be affected by this act.

Educational institutions.
Municipalities.

Section 10. Except as specified in section 11, the classified service under this act shall include all employes of the Civil Service Commission, and all appointive officers and employes in state institutions, and in cities of the first and second class, whether organized under general law or special charter, whenever any such cities shall adopt this act as hereinafter provided. The city and county of Denver and any city organized under article XX of the Constitution may avail itself of the provisions of this act.

Classified service.
Employes of Civil Service Commission.
Officers and employes in state institutions.
Cities of first and second class which adopt act.
City and county of Denver.
Persons occupying positions to retain them.
Classification.

All persons occupying positions in the classified service when this act takes effect shall retain their positions until removed therefrom under its provisions.

(1) All positions and employments under the Civil Service Commission and in the state institutions shall be divided into classes as follows:

Class "A." Executive Service.—All positions, the duties of which are of an executive character.

Executive service.

Subclass 1. *

" 2. Assistant superintendents, deputy wardens.

Class "B." Clerical Service.—All positions, the duties of which are of a clerical character and which are not otherwise specifically provided for herein.

Clerical service.

Subclass 1. Secretaries, adjutants, examiners, chief clerks.

" 2. Clerks, mail clerks.

" 3. Bookkeepers, accountants, purchasing agents.

" 4. Librarians.

" 5. Stenographers, typewriters.

" 6. Office boys.

Class "C." Medical Service.—All positions, the duties of which require medical or pharmaceutic knowledge.

Medical service.

Subclass 1. Medical superintendents.

" 2. Physicians, surgeons.

" 3. Assistant physicians.

" 4. Pharmacists, apothecaries, druggists.

*The Commission claims the inclusion here of Superintendents, wardens, commanders.

Custodians.

Class "D." Custodians.—All positions, the duties of which are the charge of property or persons, or as attendants, except as classified in Class "E."

Subclass 1. Stewards, overseers, quartermasters.

" 2. Matrons, housekeepers, storekeepers, commissaries.

" 3. Parole officers.

" 4. Cottage matrons, matrons in charge of children.

" 5. Boys' and girls' attendants or supervisors.

" 6. Foremen.

" 7. Janitors, watchmen, keepers, guards, turnkeys.

Nursing service.

Class "E." Nursing Service.—Officers, attendants, nurses, etc., having care of the sick or insane.

Subclass 1. Head nurses.

" 2. Trained nurses.

" 3. Head ward nurses.

" 4. Nurses and attendants.

Teaching service.

Class "F." Teaching Service.—All positions, the duties of which are scholastic instruction or to educate or test the ability to instruct.

Subclass 1. Principals of schools in the institutions which are subject to the provisions of this law.

" 2. Teachers in all branches, other than such as are otherwise specially provided in this classification.

Engineers.

Class "G." Engineers.—All positions where qualifications of an engineering or cognate character are required.

Subclass 1. Chief engineers.

" 2. Assistant engineers.

" 3. Firemen.

" 4. Electrical engineers, dynamo tenders, electricians.

Mechanics and craftsmen.

Class "H." Mechanics and Craftsmen.—All positions requiring special mechanical skill, or as craftsmen, not classed as laborers.

Subclass 1. Mechanics and craftsmen whose duties shall be actual service as such.

" 2. Instructors in any handicraft or mechanical or other trade.

Class "I." Agricultural Service.—All positions, the duties of which require agricultural or horticultural knowledge, including arboriculture and the breeding and care of domestic animals, or any similar knowledge or qualification. Agricultural service.

- Subclass 1. Farmers.
- " 2. Florists, gardeners.
- " 3. Dairymen.
- " 4. Stockmen.

Class "J." Miscellaneous positions, which term shall include all positions requiring expert or other qualifications not embraced in other groups in this class. Miscellaneous positions.

- Subclass 1. Chaplains.
- " 2. Musicians.
- " 3. Drivers, hostlers.
- " 4. Bakers, butchers.
- " 5. Laundrymen, laundresses.
- " 6. Cooks.
- " 7. Other positions, except those specifically named in this classification as in other groups or hereafter included in them.

Class "K." Unskilled Labor Service.

- Subclass 1. All positions of common labor to be filled by males. Unskilled labor service.
- " 2. All positions of domestic work or common labor to be filled by females.

(2) The omission in the above classification of any official designation or appellation of a position in the service shall not exclude such position from the classification, as it will be comprised in the class and subclass to which it belongs by the general definition and specifications of such class and subclass. Omission in classification.

(3) The Commission may further subdivide, for the purpose of examination, the positions in any class, or subclass thereof, so as to test practically the special qualifications requisite for such positions. Further subdivision.

III.

FEES AND APPLICATIONS.

Civil Service Act, Section 12. Every applicant for examination, except unskilled laborers, shall pay the State Treasurer the sum of one dollar, to be placed to the credit of the Commission, in a special fund for the purpose of Applicants must pay one dollar to state treasurer to the credit of Commission.

Can not be
examined until
paid.

defraying so far as possible, the expenses to be incurred hereunder, and no one shall be examined until he or she exhibit the Treasurer's receipt therefor.

Application
under oath.

Form and
contents.

(1) No person shall be admitted to examination or registration for a position in the classified service until he shall have filed an application under oath upon a form prescribed by the Commission, giving such evidence in regard to age, citizenship, character, physical and mental capacity, previous employment, training and fitness as the Commission may require. All applications must be filled out and signed in the handwriting of the applicant except that persons who are unable to write may have their application filled out by some other person, but must have their name identified by their mark, and said mark witnessed.

Filled out and
signed in appli-
cant's hand-
writing.

Persons who
can not write.

Three certifi-
cates of repu-
table persons
required—con-
tents.

(2) Every application shall bear the certificates of at least three reputable persons to the effect that they have personally known the applicant; that they have read his statement and believe it to be correct; that they know him to be of good character and reputation and that they will, upon request, give the Commission such further facts concerning him as they may possess.

Limits of time
for filing
application.

(3) The Commission may fix the limits of time between which applications for a given examination shall be presented; but such period shall in no case be less than ten days.

Defective
application
returned for
correction.

(4) A defective application shall be returned for correction and shall be accepted if returned in correct form before the date of examination.

Application
not accepted
account of age.

(5) No application shall be accepted unless the applicant is within the age limitations fixed by the Commission for entrance to the position to which he seeks to be appointed.

Certificate of
physical fitness.

(6) Where physical qualifications are necessary the Commission may require the applicant to file with his application a certificate of physical fitness from a reputable physician, or in its discretion may require the applicant to submit to examination before physical examiners appointed by the Commission.

Physical
examination.

Applications
to be dated,
numbered and
recorded.

Not returned.

(7) Applications when presented shall be dated, numbered and recorded in the order of their receipt. An application that has been accepted and filed shall not be returned for any reason to the applicant.

IV.

EXAMINATIONS.

Civil Service Act, Section 13. All examinations shall be absolutely impartial, practical in their character, and with paramount regard to matters which will fairly test the relative capacity and fitness of the persons examined for the service which they seek to enter.

Examinations.

General provisions.

Commission may refuse to examine or to certify an

applicant for lack of any preliminary requirement.

Physical unfitness.

Excessive use of intoxicating beverages.

Crime or notoriously disgraceful conduct.

Dismissal from public service.

False statements.

Fraud or deception.

The Commission may refuse to examine, or after examination, to certify, an applicant who is found to lack any preliminary requirement, established by rule, for the examination or position for which he applies; or who is found physically unfit to perform the duties attaching to said position, or who is addicted to the habitual use of intoxicating beverages to excess; or who has been guilty of a crime or of infamous or notoriously disgraceful conduct; or who has within two years been dismissed from the public service for delinquency or misconduct; or who has intentionally made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, or in his examination, or in securing his eligibility or appointment.

Examinations, to whom open.

(1) Examinations shall be open to all those who comply with the requirements in regard to applications and fees and who are not debarred by the Commission for sufficient cause in accordance with section 13 of the civil service law.

(2) All examinations shall be public and shall relate to such matters as will fairly test the relative capacity and fitness of the persons examined to discharge the duties of that service into which they seek to be appointed and may include special practical tests of fitness for any particular positions requiring scientific, professional and technical knowledge or manual skill.

Shall be public.

Scope of.

Practical tests.

(3) So far as practicable examinations shall be held periodically and the dates of examinations published at the beginning of the year.

Held periodically. Dates published beginning of year.

(4) All examinations shall be advertised at least two weeks prior to the final date for the receipt of applications by at least two insertions in one or more newspapers published in the state, or by such other methods as the Commission may elect. Notices of examination shall, at the same time, be posted in the office of the Com-

Notice published in newspapers or by other methods.

Posted in office
of the
Commission.
Principal
newspapers.
All postoffices.
Contents of
notice.

Competitive
examinations.
In Denver and
each county
having a state
institution.

Also elsewhere.

Local board of
examiners at
each state
institution.

Subject and
weight of
examinations.

Subjects—
how marked.
Average rating
of 70 per cent.
required for
eligible list.

Chief examiner
may consult
others in fram-
ing questions,
but they must
be kept abso-
lutely secret.

Examinations
may be written
or oral, or both.

Medical and
physical
examinations.

mission and sent to the principal newspapers throughout the state and to all postmasters with a request that they be posted in their offices. The notice of examination shall set forth in each case (a) the title of the position, (b) the time and place of examination, (c) the date upon which the receipt of applications will close, (d) such other information as the Commission may deem pertinent and necessary.

(5) Competitive examinations, except for positions in grade 4, 5, 6 or 7, shall be held simultaneously in the city of Denver and at a place to be selected by the Commission in each county of the state in which a state institution is located. If the Commission considers it desirable for the best interests of the service, examinations may be held at other places as well.

(6) The Commission may designate three officials, one of whom shall be a physician, in connection with each state institution, to act as a local board of examiners and to perform such duties in connection with the administration of the civil service law as the Commission shall direct.

(7) The subjects of examinations and the weight to be attached to each subject in marking shall be determined by the chief examiner, subject to the direction of the Commission.

(8) Each subject shall be marked upon a scale of 100, which shall represent the maximum possible attainment. No person shall be placed upon the eligible list whose final average rating is less than 70 per cent.

(9) In preparing the questions to be used in an examination the chief examiner may consult with the head of the department or with experts, in regard to the duties of the position to be filled. But the questions actually to be used shall be kept absolutely secret in advance of the examination.

(10) Whenever practicable the examinations shall be written, but the Commission may determine whether the examination shall be written or oral, or both, provided the same is decided upon in advance of the examination, and a written record is made of the oral examination.

(11) Medical and physical examinations, when deemed necessary, shall be conducted by physicians designated by the Commission, and a failure to pass such examinations shall absolutely debar a candidate from the eligible list.

(12) Whenever, in its opinion, any position to be filled in the competitive class has a fiduciary or executive character the Commission may require, as a part of the examination, such special certificates by reputable and responsible citizens as to the character, trustworthiness and business experience of an applicant or eligible as it may deem proper and expedient. All such special certificates shall be properly filed and retained as records in the office of the Commission.

In fiduciary and executive positions.

Special certificates may be required.

(13) When the position to be filled involves fiduciary responsibility, the appointing officer may require the appointee to furnish a bond in such amount as the Commission may deem reasonable.

In positions of fiduciary responsibility a bond may be required.

(14) Before proceeding to answer the questions in the examination each competitor shall be required to fill out and sign a declaration sheet, giving his full name and address and such other information as the Commission may require, and to seal the same in an official envelope. The envelope and the papers of the candidate shall be marked with an identical number. At the close of the examination the envelope shall be placed in a sealed package and deposited in a safe place, and the package shall be opened for the identification of the papers only after the marking has been completed on all the papers. Any paper bearing the name of the candidate, or any other identification mark, shall be rejected, and specific announcement of this fact shall be made at the commencement of the examination.

Declaration sheet—contents of.

Sealed in an official envelope.

How marked.

Deposited in safe place.

Open for identification.

Papers bearing name of candidate shall be rejected.

(15) Upon the completion of the marking each candidate shall receive notice of his rating, and shall, on application, subject to the regulations of the Commission, be permitted to see the eligible list and inspect his papers.

Notice of rating given each candidate.

(16) No request for a review of the marking shall be entertained by the Commission unless made within ten days of the date when the notice as to the standing of the candidates is sent out, and no change in rating shall be made unless some manifest error shall appear on the face of the papers.

Review of marking.

Change in rating.

(17) A person legally holding a position by appointment for a fixed term may be retained without examination at the expiration of such term.

When examinations not necessary.

V.

ELIGIBLE LISTS.

- Eligible lists. (1) The names of all candidates who receive a final
 Percentage average rating of 70 per cent. or over in the examination
 necessary. shall be placed on the appropriate eligible list in the
 Form of entry. order of their standing in the examination, and against
 each name shall be noted the date of examination, the
 date on which the name was entered on the list and the
 average rating.
- When two (2) When two or more eligibles have received the
 eligibles have same rating. the same average rating the person first filing his applica-
 tion, or if the examination be for promotion the first ap-
 pointed in the department, shall have priority.
- Period of (3) A name will be removed from the eligible list
 eligibility two at the expiration of two years, unless, in the judgment
 years, may be of the Commission, it is advisable that the names of all
 continued third those whose eligibility is about to expire be continued
 year. on the list for a third year. Persons shall be notified
 Notice of when their eligibility has terminated.
 termination sent all persons.

VI.

**REQUISITION, CERTIFICATION AND
APPOINTMENT.**

- Appointing power make requisition upon Commission. Civil Service Act, Section 15. Whenever there is an
 appointment to be made in the classified service under this
 act, the appointing officer or power shall make requisition
 upon the Commission for the name of an eligible person,
 specifying the nature of the position to be filled, and upon
 receipt of such requisition, the Commission shall certify
 the name of the person standing highest upon the most
 appropriate list; and the person so certified shall be ap-
 pointed. In case the requisition, or any law or regulation,
 shall designate sex, only that sex shall be certified; other-
 wise, sex shall be disregarded.
- Contents. (1) The requisition shall state specifically the title
 Must certify highest name. and duties of the position to be filled, the compensation
 to be paid, and whether the position is to be filled per-
 manently or for a temporary period.
- The person appointed. (2) The Commission in making certification in re-
 sponse to such requisition shall give the full name and ad-
 dress and the average obtained in the examination of the
 person standing highest upon the most appropriate list,
 and shall immediately notify such person by mail of such
- Sex, if not specified, dis-
 regarded.
- Requisition, what it shall state.
- Certification, what it shall contain.
- Highest name on most appropriate list.

certification, and the title and salary of the position to be filled. A certification shall remain in force for 15 days. If there be more than one vacancy to be filled the Commission shall certify as many names as there are vacancies, but appointments must be made in the order of standing on the eligible list.

Notice sent person certified.

Duration of.

(3) The appointing officer must select for appointment on probation the person certified by the Commission, unless proof of his unsuitability for the reason specified in section 13, clause 3, of the Civil Service Law is submitted to the Commission, in which case the Commission may certify an additional name.

Person certified must be appointed unless unsuitable under the law.

When additional name may be certified.

(4) The person selected for appointment or promotion shall be duly notified by the appointing officer, and upon accepting and reporting for duty shall receive from such officer a certificate of appointment or promotion for a probationary period of three months, during which period he shall not be discharged without the consent of the Commission. His retention in the service beyond the period of probation shall be equivalent to his absolute appointment.

Appointing officer must notify person selected.

Certificate of appointment or promotion on probation.

(5) The name of any person certified as eligible for probationary appointment who shall decline such appointment shall be stricken from the eligible list unless such declination be for one of the following reasons: (a) residence in a county other than that in which the duties are to be performed; (b) insufficiency of the compensation offered; (c) temporary inability, physical or otherwise, the evidence of which must be acceptable to and approved by the Commission and set forth in its minutes.

Name of person certified stricken from eligible list if appointment declined.

Exceptions.

An eligible who has declined appointment on the ground of residence shall not again be certified for another position in the same county as the one declined.

Not certified to county or compensation declined.

An eligible who has declined appointment by reason of the insufficiency of the compensation offered shall not again be certified for a similar position at the same or any less compensation.

The failure of an eligible to accept an offer of appointment within one week next succeeding the mailing of notice of appointment shall be considered a declination.

Failure to accept considered a declination.

On notification from an appointing officer that a person named in a certification has declined appointment, and on receipt of such declination in writing, or of evidence of the failure of such person to respond to a notice

When the name of the eligible next on the list may be certified.

properly sent, such certification shall be completed by the addition of the name of the eligible next in order.

Appointment of person im- properly cer- tified revoked.

(6) If a person who is not entitled to certification is appointed, his appointment, upon due notification from the Commission, shall be revoked.

Persons shall perform duties of position to which appointed or promoted.

Temporary assignment to other duties without extra pay permitted.

(7) All persons appointed or promoted in the class- ified service shall be assigned to, and perform the duties of, the position to which appointed or promoted. In case of exigency an employe may be temporarily assigned with- out extra pay to other than his regular duties. But no such assignment shall be for a period of more than ten days without the consent in writing of the Commission thereto.

VII.

PROVISIONAL, TEMPORARY AND EMERGENCY APPOINTMENTS.

Provisional appointments in case of no eligible list.

How made.

Duration.

May be made permanent.

(1) Whenever there are urgent reasons for filling a vacancy for which no appropriate eligible list exists the Commission may authorize the appointing power to nominate a person for non-competitive examination, and if such person shall be certified as qualified, after such examination, he may be appointed provisionally for a period not to exceed sixty days. The Commission shall proceed at once to advertise and hold a competitive exam- ination and upon completion of the eligible list the pro- visional appointment shall cease. In case the competitive examination does not furnish an appropriate eligible list the Commission may allow the provisional appointment to be made permanent.

The Commission may, however, in its discretion, per- mit a permanent appointment to be made upon non-com- petitive examination, without first making a provisional appointment or advertising a competitive examination, if within one year prior to the date of such appointment it has held a competitive examination for the position in question and has been unable to establish an appropriate and adequate eligible list therefrom.

Local board conduct examinations.

The local board of examiners at each State Institu- tion may be called upon by the Commission to receive ap- plications, conduct non-competitive examinations and make reports thereon to the Commission, in accordance with its instructions.

(2) Where there is a vacancy in any position in the classified service demanding peculiar and exceptional

qualifications of a scientific, professional or educational character, and upon satisfactory evidence that for special reasons competition in such special case is not practicable, and that the position can be filled by the selection of some designated person of high and recognized attainment in such qualities, the Commission may authorize the appointing power to select a suitable person who shall be subject to examination and, if found qualified, certified for appointment.

Vacancy in a position of peculiar and exceptional qualifications in which competition is not desirable.

How filled.

(3) When services of a temporary or occasional character are required, and for periods in the aggregate not exceeding six months in any one year, the appointing officer shall notify the Commission, which shall either certify the person standing highest on the eligible list who is willing to accept such temporary appointment, or if it deems this impracticable allow the temporary appointment upon non-competitive examination of a person designated by the appointing officer. But no such appointment shall continue beyond the period authorized by the Commission. Neither acceptance nor declination of any such temporary employment shall affect the right of the eligible to continued certification for permanent employment; nor shall acceptance confer upon such eligible any of the rights of promotion, transfer or reinstatement.

Temporary appointments authorized.

Duration.

(4) Where there is a vacancy of an emergency character in a position in the classified service, and it is not practicable either to secure a person by certification from an eligible list or to conduct a non-competitive examination in the absence of such a list in time to meet such emergency, an appointment may be made without certification or examination, subject to the subsequent approval of the Commission, for a period not exceeding two weeks.

Emergency appointments.

Duration.

(5) Inmates of state institutions may be assigned by the lawful authorities, without examination or registration, to such minor duties in their respective institutions as they are fitted to perform.

Inmates of state institutions.

VIII.

PROMOTIONS.

(1) A change in rank or grade shall constitute promotion. A material change in duties and in responsibilities shall be deemed a change in rank and an increase in salary beyond the limits fixed for the grade by clause 8 of this rule shall be deemed a change in grade.

Promotion.

Change in rank.

Change in grade.

Vacancies filled
by promotion.

(2) Vacancies in positions in the classified service above the lowest rank or grade shall, so far as practicable, be filled by promotion from among persons in the same department, office or institution, who have held positions for at least six months in the next lower rank or grade.

Basis of
promotion.

(3) Promotion shall be based on (a) the competitive mental examination; (b) the comparative efficiency, character, conduct and seniority in service of the candidates for promotion, to each of which shall be given a weight of 50 per cent.

Efficiency
records to be
kept for each
employee.

Contents.

Must show
all punishments
and rewards.

The departments, offices and institutions subject to the jurisdiction of the civil service law are hereby required to establish and maintain efficiency records for each classified employe, showing (a) the quantity of work performed, (b) the quality of work performed, (c) aptitude and capacity for initiative, (d) punctuality and attendance, (e) character and habits so far as they affect efficiency or trustworthiness. Such record shall also give a list of all fines and penalties imposed and all commendations bestowed. The Commission shall furnish blank efficiency records upon which the entries shall be made monthly by the immediate chief of the employe to be rated. In the first week of January of each year the head of the department shall certify and transmit to the Commission a transcript or summary of such records for the preceding year. Such record shall be open to the inspection of the employe, under proper supervision.

Commission
furnish blanks
for monthly
records.

Annual
transcript of
records to be
made to the
Commission.

Records open
to inspection of
employees.

Application for
promotion.

(4) The Commission shall send to each person entitled to compete for promotion an application blank, upon which, if he desires to enter the examination, the candidate shall state in full his experience in the service and before entering the service as qualifying him to enter the examination. Such application shall be signed and sworn to, and may be given such weight as supplementing the efficiency record as the Commission shall see fit.

Contents.

Signed and
sworn to.

Examinations
for promotion.

(5) Examinations for promotion shall be ordered as often as may be necessary to meet or anticipate the needs of the service, and, so far as practicable, shall be held periodically.

Commission
may in certain
cases hold an
original com-
petitive exami-
nation without
regard to the
number of
persons in next
lower rank or
grade.

(6) If the vacancy to be filled is in a position in Grade 4, 5, 6 or 7, the Commission may, if it deems that on account of the executive ability required to fill the position promotion by competitive examination is impracticable and not for the best interests of the service, hold

an original competitive examination without regard to the number of persons in the next lower rank or grade.

(7) The examination shall be conducted, the eligible list drawn up and requisition, certification and appointment made in the same manner as prescribed for original appointment in Rules IV, V and VI.

(8) The grades for all departments, offices and institutions shall be the following:

Examinations, and all subsequent procedure, same as in original appointments.

Grades for entire classified service.

Grade 1. All positions, the compensation of which is at the rate of not more than four hundred dollars per annum.

Annual compensation not more than \$400.

Grade 2. All positions, the compensation of which is at the rate of more than four hundred dollars and not more than seven hundred dollars per annum.

\$400 to \$700.

Grade 3. All positions, the compensation of which is at the rate of more than seven hundred dollars and not more than one thousand dollars per annum.

\$700 to \$1,000.

Grade 4. All positions, the compensation of which is at the rate of more than one thousand dollars and not more than fifteen hundred dollars per annum.

\$1,000 to \$1,500.

Grade 5. All positions, the compensation of which is at the rate of more than fifteen hundred dollars and not more than two thousand dollars per annum.

\$1,500 to \$2,000.

Grade 6. All positions, the compensation of which is at the rate of more than two thousand dollars and not more than twenty-five hundred dollars per annum.

\$2,000 to \$2,500.

Grade 7. All positions, the compensation of which is at the rate of more than twenty-five hundred dollars per annum.

More than \$2,500.

For purposes of this section, full maintenance in state institutions shall be valued at \$150.00 per annum.

Value of maintenance in state institutions.

IX.

TRANSFERS.

(1) A person who has been permanently appointed to a position in the classified service may be transferred, with the consent of the Civil Service Commission and of the heads of departments affected thereby, to a similar po-

Transfers.

When allowed

sition in the same class, subclass and grade, but no transfer shall be made to a position which, in the opinion of the Commission, can be adequately filled by promotion.

X.

REINSTATEMENTS.

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| <p>When allowed.</p>

<p>Within one year.</p>

<p>Lists of separated appointees.</p> <p>Names on such lists to have preference over those on eligible lists.</p> <p>Leave of absence.</p> <p>Duration.</p>

<p>Absence without leave.</p> | <p>(1) A person who has been permanently appointed to a position in the classified service and who has been separated from the service through no delinquency or misconduct on his part may be reinstated in a position in the same class, subclass and grade in the same department or institution, at the request of the appointing officer, within one year from the date of separation. The names of such persons, except of those who have resigned from the service, shall be entered upon lists of separated appointees in the order of their original appointment and shall remain there for a period of one year, and upon notice of a vacancy in the same or a similar position in any department or institution, names from such list of separated appointees shall be certified to the appointing officer in preference to names from the eligible lists.</p> <p>(2) Leave of absence without pay may be granted by the head of department where such absence does not exceed one month or, in case of sickness, six months, but the Commission, in exceptional cases, the circumstances of which shall be stated in its minutes, may extend such periods, not, however, to exceed one year.</p> <p>(3) Absence without leave for a period of five days, unless it can be subsequently shown that such absence was unavoidable, may be construed as a resignation.</p> |
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XI.

SUSPENSION, REDUCTION AND DISCHARGE.

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| <p>Discharges.</p> <p>Reduction in grade or compensation.</p> <p>When allowed.</p> <p>Procedure.</p> <p>Specifications to be given employee.</p> <p>Time to answer.</p> | <p>Civil Service Act, Section 16. Discharges from the classified service, or reduction in grade or compensation, or both, may be made for any cause not political or religious, which may promote the efficiency of the service, but such cause shall be specifically stated in writing by the authority making the discharge or reduction; and the person to be discharged or reduced shall be furnished a copy of the specifications, and be allowed a reasonable time to file an answer thereto. A copy of the order of discharge or reduction, the specification and answer shall be made a</p> |
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part of the record of the division of the civil service in which the discharge or reduction is made, and copies of these papers shall be filed by the said authority with the Commission immediately on being issued or received.

Papers a part of the record of that division of the public service. Copies of papers filed with the Commission. Suspension for thirty days.

(1) The heads of departments may, for cause specified in writing and filed with the Commission, suspend subordinates without pay for a reasonable period, not to exceed thirty days.

(2) A statement of the cause for discharge from the classified service, or reduction in grade or compensation, shall be served on the employe, or in case of absence from duty, shall be mailed to him. The employe shall be allowed at least five days from the date of service or mailing in which to file an answer.

Written specifications must be served on employe.

Have five days to answer.

XII.

SPECIAL PROVISIONS FOR APPOINTMENT OF UNSKILLED LABORERS (CLASS K).

(1) The local board of examiners at each state institution shall serve as a board of labor registration. The board shall establish separate registration lists for the different kinds of unskilled labor and shall register applicants thereon in the order in which they apply. A name shall be stricken from the list at the expiration of two years.

Local board of examiners at each state institution. Board of registration. Period of registration.

(2) The Commission shall require an applicant to furnish such evidence or to pass such examination before the board of registration as they may deem proper with respect to his age, residence, physical condition, ability to labor, sobriety, industry and experience in the employment for which he applies.

Commission shall require applicants to furnish evidence or be examined as to certain facts.

(3) Certification and appointment shall be made in the manner prescribed by Rule VI, except that the probationary period for unskilled labor shall be one month.

Certification and appointment.

(4) A laborer discharged from the service shall receive a discharge card from the officer under whom he was working, stating the position in which he was last employed and certifying that his conduct and capacity were "good," "fair" or "poor." In case he received a rating of "good" for both conduct and capacity he shall be registered on a preferred list for reinstatement in the same or a similar position, and his name shall remain on such list for a period of two years. If rated as "poor" in either conduct or capacity he shall not be allowed to

Discharge cards to be furnished. What to contain. If rated "good" shall be registered on preferred list for reinstatement for two years.

If rated "poor" shall not be allowed to register again for two years.

register again for a period of two years, except by special permission of the Commission for reasons to be stated in its minutes.

XIII.

THE PUBLIC ROSTER AND CERTIFICATION TO AUDITORS.

Commission shall keep a roster of all in classified service.

What it shall show.

Civil Service Act, Section 19. The Commission shall maintain in its office as a public record a complete roster of all persons in the Civil Service affected by this act. The roster shall show in connection with each name the date of appointment, employment, promotion, reduction or reinstatement, the compensation, title of the position and the nature of the duties thereof and the date and causes of any termination of such employment.

Public officers shall furnish information for this roster and report all changes.

Section 20. All officers, boards and commissioners of the state and of any municipality affected by this act shall furnish all reasonable information upon request for said roster, and report immediately to the Commission every change occurring in any office, position or employment covered by this act.

The Commission shall certify to all auditing officers name of every person in classified service to whom a warrant shall issue.

No warrant shall be issued to any such person not certified.

Payments made contrary to this act may be recovered from any officer signing such warrant, or from the sureties on his bond.

Section 21. The Commission shall certify to all auditing officers or boards affected by this act the name of every person in the classified service for whom it is the duty of such auditing officers or boards to issue a warrant, stating in each case the character and the date of commencement of service, compensation and any change in such service. No auditing officer or board as aforesaid shall issue a warrant for the payment of any compensation to any person in the classified service not so certified. Any payments contrary to the provisions of this act, and of the rules hereunder, may be recovered from any officer or member of a board signing or counter-signing warrants therefor or from the sureties on the official bond of such person or persons, in an action brought by the state, or any municipality affected by this act, or by any tax payer for the use of the same.

(1) Neither the State Auditor nor any other auditing officer or board shall issue a warrant for the payment of any compensation to any person in the classified service, unless such person shall first present or cause to be presented to said State Auditor or other auditing officer or board a voucher, issued by the proper authorities of the institution in which said person is employed and duly certified to by the Civil Service Commission, stating in

each case the character and date of commencement of service, the compensation and any change in such service.

XIV.

GENERAL PROVISIONS OF THE LAW.

Civil Service Act, Section 13. No statement in any application, recommendation, or question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to office, or employment within the scope of this act, shall be in any manner affected or influenced by such opinions or affiliations.

Political or religious opinions or affiliations shall not influence appointments.

Section 14. No person shall wilfully or corruptly, by himself or in co-operation with one or more persons, defeat, deceive or obstruct any person in respect to his or her right of examination, or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing, or make any false representation concerning the same, or concerning the person examined, or furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, or to be examined; or impersonate another person, or permit or aid another person to impersonate him in any application, examination or registration.

Corrupt practices in examinations defined and forbidden.

Impersonation of another forbidden.

Section 17. No person in the public service shall, for that reason, be under any obligation to contribute to any political fund, or to render any political service, and shall not be removed or otherwise prejudiced for refusal to do so.

Persons in the public service are not obliged to contribute to any political fund or to render political service.

No officer or employe of the state, or of any municipality, shall discharge, promote, degrade, or in any manner change the official rank or compensation of any other officer or employe, or promise or threaten to do so, for giving or withholding, or neglecting to make any contribution of money or other valuable thing, for any political purpose, or for any political reason whatsoever.

They shall not be prejudiced for not doing so.

Section 18. No person while holding any public office or employment in the service of the state, or of any municipality, or in nomination for, or while seeking a nomination or appointment for any office, shall corruptly use, or promise to use either directly or indirectly, any official authority or influence, whether then possessed, or anticipated, in the way of conferring upon any person, or

Corrupt use of political influence forbidden.

in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary, or to interfere with any election, upon the consideration or condition that the vote or political influence, or the action of the last named person, or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

Penalty for violation of this act or rules by any one in the public service.

Section 22. Any person occupying any position in the service of the state, or of any municipality affected by this act, who shall violate any of the provisions of this act or the rules hereunder, shall be discharged from such position and shall be ineligible to reinstatement therein, or appointment to any other branch of the public service for two years thereafter.

Penalty for the violation of the act or rules.

Section 23. Whoever makes an appointment to office or selects a person for employment, contrary to, or wilfully refuses or otherwise neglects to comply with the provisions of this act or of any rule hereunder shall be deemed guilty of a misdemeanor and for each and every offense, shall, upon conviction, be punished by a fine of not less than one hundred dollars nor more than fifteen hundred dollars, or by imprisonment for a term not less than one month, nor more than one year, or by both fine and imprisonment.

Cities of the first and second class may adopt this act.

Section 24. Any city of the first or second class, whether organized under general law or special charter, may adopt the provisions of this act in the manner following:

Council may submit question upon petition of fifteen per cent. of bona fide residents. At general or special election.

The council may and upon the petition of bona fide residents in number not less than 15 per cent. of the last preceding vote for mayor, shall, submit the question of adopting the provisions of this act, to a vote of the qualified electors at the next general election for municipal officers, or at a special election which the council may call for such purpose. The signatures to such petition shall be acknowledged before a notary public, and need not all be on one paper. The election shall be called and held, and the vote counted and canvassed, and the result determined and certified, in all respects as nearly as may be in accordance with the provisions of law now governing the election of municipal officers in said city. The election notice shall state that the purpose of the election is to ascertain whether or not the city will adopt the provisions of this act, and that the election is held there-

Election conducted same as if for municipal officers.

Election notice, what to contain.

under. All persons voting on the question submitted at such election shall vote by separate ballot prepared substantially in the manner and form in which official ballots are prepared for the election of municipal officers in said city, and shall have printed thereon the words "For the merit system" and "Against the merit system," and the voter shall designate his choice by placing a cross (X) opposite the proposition of his choice, in the manner now provided by law for voting upon amendments to the Constitution of the state of Colorado. The ballots shall be deposited in a separate ballot box in each polling place provided by the city for that purpose. If upon the official determination of the result of such election, it appear that a majority of all the votes cast are in favor of the adoption of the provisions of this act, then this act and all rules made thereunder shall immediately thereafter be in full force and effect in said city, and the clerk of the city shall immediately certify the result of said election to the Civil Service Commission.

Separate ballots.

Form of ballot.

How voted.

Separate ballot boxes.
If majority of all votes cast are in favor of the act and rules go into force and effect in said city.
Clerk of city must certify results to Commission.

Section 25. All acts and parts of acts inconsistent with the provisions of this act, are hereby repealed.

Repealing clause.

XV.

AMENDMENT OF RULES.

(1) No amendment to these rules shall be adopted by the Commission at the same meeting at which it is proposed, and no final action shall be taken on any amendment in less than seven days after its proposal. The Commission shall furnish a copy of the proposed amendments to anyone requesting the same and shall allow him an opportunity to be heard if he so desires.

Amendments.

CIVIL SERVICE ACT

Laws of 1907, Chapter 117. S. B. No. 26, by Senator Booth.
AN ACT IN RELATION TO CIVIL SERVICE IN STATE INSTITUTIONS AND MUNICIPALITIES.

Be it Enacted by the General Assembly of the State of Colorado:

Section 1. As soon as this act shall go into effect, the Governor shall appoint three persons as Civil Service Commissioners, to serve for six years, four years and two years, respectively, from the date of their appointment, and until their successors are appointed and qualified. Every alternate year thereafter the Governor, with the consent of the Senate, shall appoint one person, as the successor of the Commissioner whose term shall expire, to serve for the term of six years from the date of appointment and until a successor is appointed and qualified. Any vacancy shall be filled for the unexpired term by appointment by the Governor. At no time shall more than two Commissioners be adherents of the same political party.

The Governor may remove any Commissioner appointed under this act for incompetency, inefficiency, neglect or violation of its provisions, or of the rules in force hereunder, after first specifying in writing the cause of removal.

Section 2. The Commissioners shall serve without compensation, but shall be paid their traveling and other necessary expenses actually incurred in the discharge of their official duties. They may appoint one of their number president.

Section 3. They may appoint a secretary who shall also be chief examiner, who shall superintend under their direction any examination under this act, and perform such other duties as they may prescribe. The secretary shall be paid a salary not to exceed eighteen hundred dollars a year, and his necessary traveling expenses actually incurred in the discharge of his official duties. They may also employ such other clerical assistance as may be necessary to carry out the provisions of this act.

Section 4. Whenever desirable, the Commissioners may designate one or more of their number to act as examiners, or one or more persons in the service of the state, or of any municipality affected by this act, with the consent of the head of the department or office in which said person is employed, who shall act as assistants to the Commissioners in any examination held under this act. All officers of the state or of any municipality affected by this act, shall assist the Commission in carrying out the provisions of this act.

Section 5. It shall be the duty of the Commission to investigate all alleged breaches of this act, and of its rules, and in the course of such investigation they, or any of them, or the secretary, may subpoena witnesses, administer oaths, compel the testimony of witnesses and the production of books, papers and records relevant to such inquiry, and it shall be the duty of any person so subpoenaed to appear and testify, and to produce such books, papers and records as are called for in such subpoena. The same compensation shall be allowed for the attendance of witnesses service of papers by officers, as is allowed by law in the district courts for the respective counties in which such investigations shall be held, and the Commission shall certify such amounts to the Auditor of the State for payment from the fund which shall be appropriated for the purpose of carrying this act into effect.

Section 6. The Secretary of State shall provide the necessary printing, stationery and postage, and a suitable and properly furnished office in the State Capitol for the Commission. On the request of the Commission, the custodians of public buildings of the state, and of the municipalities affected by this act, shall make suitable provision for the work of the Commission.

Section 7. The Commission shall keep records of its proceedings, and of all examinations made by it, or under its authority. All records and documents filed with the Commission shall be preserved as public records and open to public inspection.

The Commission shall on or before the 15th day of November preceding each regular session of the General Assembly, make a report to the Governor of its work during the two preceding years, including any rules adopted under the provisions of this act, and any suggestions for legislation to carry out its purposes, or to improve the public service. This report shall be printed and distributed as a public document.

Section 8. The Commission shall make and enforce rules to carry out the purposes of this act, and may alter or rescind them. All rules and all changes and rescissions thereof shall be approved by the Governor, and forthwith printed by the Commission for distribution, and one copy thereof sent to each officer, or board of officers, having the right to appoint or employ any person in the public service under this act. If the Governor does not act on a rule or change in a rule within ten days after submission, then such rule or change shall become effective as though approved. The rules shall be printed in one or more newspapers published at the State Capitol [state capital], and in any such publication a date shall be specified not less than ten days subsequent to the date of the publication, when such rules or changes shall go into operation.

Section 9. The rules shall not be inconsistent with law, may be of general or limited application and, among other things, shall provide, as nearly as the conditions of good administration will warrant, as follows:

First, For the classification of the offices, positions and employments to be filled.

Second, For open and competitive examinations to test the practicable fitness of applicants.

Third, For appointment to positions requiring technical, professional or scientific knowledge or training, by non-competitive examination when necessary.

Fourth, For lists of eligibles based upon such examinations, from which all vacancies shall be filled, and for requisition and certification.

Fifth, For periods of probation before appointment or employment is made permanent, during which probationers shall not be discharged without consent of the Commission.

Sixth, For provisional, temporary and emergency appointments, and employments; for transfers, re-appointments and re-instatements.

Seventh, For increase of compensation, and promotion by successive grades upon ascertained merit, seniority in service and competitive examination. When practicable, vacancies shall be filled by promotion.

Elghth, For suspension, reduction in grade or compensation, and discharge.

Ninth, For the registration and appointment of laborers, skilled and unskilled, according to priority of application and rating. The rating need not relate to more than capacity to labor, habits of industry, sobriety and honesty.

Tenth, For non-competitive examinations when appropriate competitive examinations do not furnish an appropriate list of eligibles.

Section 10. Except as specified in section 11, the classified service under this act shall include all employes of the Civil Service Commission, and all appointive officers and employes in state institutions, and in cities of the first and second class, whether organized under general law or special charter, whenever any such cities shall adopt this act as hereinafter provided. The city and county of Denver and any city organized under article XX of the Constitution may avail itself of the provisions of this act.

All persons occupying positions in the classified service when this act takes effect shall retain their positions until removed therefrom under its provisions.

Section 11. All boards or commissions appointed by the Governor, and one employe of each of them, except of the Civil Service Commission; all officers and employes in educational institutions not reformatory or charitable in character; in municipalities, one employe of each elective officer, the corporation counsel and his professional assistants, shall form the unclassified service, and shall not be affected by this act.

Section 12. Every applicant for examination, except unskilled laborers, shall pay the State Treasurer the sum of one dollar, to be placed to the credit of the Commission, in a special fund for the purpose of defraying so far as possible, the expenses to be incurred hereunder, and no one shall be examined until he or she exhibits the Treasurer's receipt therefor.

Section 13. All examinations shall be absolutely impartial, practical in their character, and with paramount regard to matters which will fairly test the relative capacity and fitness of the persons examined for the service which they seek to enter.

No statement in any application, recommendation, or question in any examination shall relate to political or religious opinions or affiliations, and no appointment or selection to office, or employment within the scope of this act, shall be in any manner affected or influenced by such opinions or affiliations.

The Commission may refuse to examine, or after examination, to certify, an applicant who is found to lack any preliminary requirement, established by rule, for the examination or position for which he applies; or who is found physically unfit to perform the duties attaching to said position, or who is addicted to the habitual use of intoxicating beverages to excess; or who has been guilty of a crime or of infamous or notoriously disgraceful conduct; or who has within two years been dismissed from the public service for delinquency or misconduct; or who has intentionally made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, or in his examination, or in securing his eligibility or appointment.

Section 14. No person shall wilfully or corruptly, by himself or in co-operation with one or more persons, defeat, deceive or obstruct any person in respect to his or her right of examination, or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder, or aid in so doing, or make any false representation concerning the same, or concerning the person examined, or furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any persons so examined, or to be examined; or impersonate another person, or permit or aid another person to impersonate him in any application, examination or registration.

Section 15. Whenever there is an appointment to be made in the classified service under this act, the appointing officer or power shall make requisition upon the Commission for the name of an eligible person, specifying the nature of the position to be filled, and upon receipt of such requisition, the Commission shall certify the name of the person standing highest upon the most appropriate list; and the person so certified shall be appointed. In case the

requisition, or any law or regulation, shall designate sex, only that sex shall be certified; otherwise, sex shall be disregarded.

Section 16. Discharges from the classified service, or reduction in grade or compensation, or both, may be made for any cause not political or religious, which may promote the efficiency of the service, but such cause shall be specifically stated in writing by the authority making the discharge or reduction; and the person to be discharged or reduced shall be furnished a copy of the specifications, and be allowed a reasonable time to file an answer thereto. A copy of the order of discharge or reduction, the specification and answer shall be made a part of the record of the division of the civil service in which the discharge or reduction is made, and copies of these papers shall be filed by the said authority with the Commission immediately on being issued or received.

Section 17. No person in the public service shall, for that reason, be under any obligation to contribute to any political fund, or to render any political service, and shall not be removed or otherwise prejudiced for refusal to do so.

No officer or employe of the state, or of any municipality, shall discharge, promote, degrade, or in any manner change the official rank or compensation of any other officer or employe, or promise or threaten to do so, for giving or withholding, or neglecting to make any contribution of money or other valuable thing, for any political purpose, or for any political reason whatsoever.

Section 18. No person while holding any public office or employment in the service of the state, or of any municipality, or in nomination for, or while seeking a nomination or appointment for any office, shall corruptly use, or promise to use either directly or indirectly, any official authority or influence, whether then possessed, or anticipated, in the way of conferring upon any person, or in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary, or to interfere with any election, upon the consideration or condition that the vote or political influence, or the action of the last named person, or any other, shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

Section 19. The Commission shall maintain in its office as a public record a complete roster of all persons in the Civil Service affected by this act. The roster shall show in connection with each name the date of appointment, employment, promotion, reduction or reinstatement, the compensation, title of the position and the nature of the duties thereof and the date and causes of any termination of such employment.

Section 20. All officers, boards and commissioners of the state and of any municipality affected by this act shall furnish all reasonable information upon request for said roster, and report immediately to the Commission every change occurring in any office, position or employment covered by this act.

Section 21. The Commission shall certify to all auditing officers or boards affected by this act the name of every person in the classified service for whom it is the duty of such auditing officers or boards to issue a warrant, stating in each case the character and date of commencement of service, compensation and any change in such service. No auditing officer or board as aforesaid shall issue a warrant for the payment of any compensation to any person in the classified service not so certified. Any payments contrary to the provisions of this act, and of the rules hereunder, may be recovered from any officer or member of a board signing or countersigning warrants therefor or from the sureties on the official bond of such person or persons, in an action brought by the state, or any municipality affected by this act, or by any tax payer for the use of the same.

Section 22. Any person occupying any position in the service of the state, or of any municipality affected by this act, who shall violate any of the provisions of this act or the rules hereunder, shall be discharged from such position and shall be ineligible to reinstatement therein, or appointment to any other branch of the public service for two years thereafter.

Section 23. Whoever makes an appointment to office or selects a person for employment, contrary to, or wilfully refuses or otherwise neglects to comply with the provisions of this act or of any rule hereunder shall be deemed guilty of a misdemeanor and for each and every offense, shall, upon conviction, be punished by a fine of not less than one hundred dollars nor more than fifteen hundred dollars, or by imprisonment for a term not less than one month, nor more than one year, or by both fine and imprisonment.

Section 24. Any city of the first or second class, whether organized under general law or special charter, may adopt the provisions of this act in the manner following:

The council may and upon the petition of bona fide residents in number not less than 15 per cent. of the last preceding vote for mayor, shall, submit the question of adopting the provisions of this act, to a vote of the qualified electors at the next general election for municipal officers, or at a special election which the council may call for such purpose. The signatures to such petition shall be acknowledged before a notary public, and need not all be on one paper. The election shall be called and held, and the vote counted and canvassed, and the result determined and certified, in all respects as nearly as may be in accordance with the provisions of law now governing the election of municipal officers in said city. The election notice shall state that the purpose of the election is to ascertain whether or not the city will adopt the provisions of this act, and that the election is held thereunder. All persons voting on the question submitted at such election shall vote by separate ballot prepared substantially in the manner and form in which official ballots are prepared for the election of municipal officers in said city, and shall have printed thereon the words "For the merit system" and "Against the merit system," and the voter shall designate his choice by placing a cross (X) opposite the proposition of his choice, in the manner now provided by law for voting upon amendments to the Constitution of the state of Colorado. The ballots shall be deposited in a separate ballot box in each polling place provided by the city for that purpose. If upon the official determination of the result of such election, it appear that a majority of all the votes cast are in favor of the adoption of the provisions of this act, then this act and all rules made thereunder shall immediately thereafter be in full force and effect in said city, and the clerk of the city shall immediately certify the result of said election to the Civil Service Commission.

Section 25. All acts and parts of acts inconsistent with the provisions of this act, are hereby repealed.

Approved March 30. 1907.

NOTE—Except where fixed by statute, the salaries in the various institutions are subject to change.

SCHEDULE

Of Officers and Employes in State Institutions Which Are Affected by the Act in Relation to Civil Service.

COLORADO STATE PENITENTIARY.

CANON CITY.

	Salary	
	Per Month.	Per Year.
1 Warden	\$ 208.33	\$2,500
1 Deputy Warden.....	125.00	1,500
1 Chief Clerk.....	125.00	1,500
1 Physician	100.00	1,200
1 Chaplain	83.33	1,000
1 Mail Clerk.....	85.00	1,020
1 Matron	75.00	900
1 Night Matron.....	50.00	600
1 Stenographer	75.00	900
1 Captain of Guards.....	100.00	1,200
1 Night Captain.....	100.00	1,200
1 Lieutenant of Guards.....	100.00	1,200
1 Assistant Night Captain.....	75.00	900
3 Cell House Keepers.....	75.00	900
4 Night Cell House Keepers.....	75.00	900
6 Night Guards.....	70.00	840
2 Horse Guards.....	65.00	780
15 Guards	60.00	720
2 Gate Keepers.....	70.00	840
1 Turnkey	70.00	840
1 Overseer	70.00	840
1 Midway Overseer.....	70.00	840
1 Overseer Tailor Shop.....	80.00	960
1 Overseer Blacksmith Shop.....	85.00	* 1,020
1 Farm Overseer.....	70.00	840
2 Farm Overseers.....	60.00	720
1 Overseer of Gardens.....	70.00	840
1 Overseer of Lime Kilns.....	70.00	840
1 Overseer of Wash House.....	70.00	840
1 Overseer of Quarry.....	70.00	840
1 Overseer of Spall Gang.....	70.00	840
2 Overseers of Cement Work.....	70.00	840
1 Overseer Street Gang.....	70.00	840
1 Road Overseer.	100.00	1,200

COLORADO STATE PENITENTIARY—Concluded.

	—Salary—	
	Per Month	Per Year
4 Road Overseers.....	75.00	900
1 Steward	100.00	1,200
1 Hospital Steward.....	85.00	1,020
1 Hospital Cell House Keeper.....	60.00	720
1 Engineer	100.00	1,200
1 Barn Superintendent.....	80.00	960
1 Chauffeur	85.00	1,020

Full maintenance provided in case of Warden and Matrons; partial maintenance in case of Deputy Warden and Hospital Steward. While in camp farm and road overseers receive maintenance.

COLORADO STATE REFORMATORY.

BUENA VISTA.

	—Salary—	
	Per Month	Per Year
1 Warden	\$208.33	\$2,500
1 Deputy warden.....	100.00	1,200
1 Clerk	85.00	1,020
1 Steward	75.00	900
1 School teacher.....	60.00	720
1 Chaplain	33.33	400
1 Engineer	75.00	900
1 Tailor	65.00	780
1 Carpenter	70.00	840
11 Guards	60.00	720
1 Physician.....	{ minimum 50.00 { maximum 75.00	600
		900

The foregoing salaries include maintenance at the institution, with the exception of the physician and chaplain.

PENITENTIARY AND REFORMATORY.

	—Salary—	
	Per Month	Per Year
1 State parole officer.....	\$100.00	\$1,200

Traveling expenses allowed. No maintenance.

COLORADO STATE INSANE ASYLUM.

PUEBLO.

	—Salary—	
	Per Month	Per Year
1 Medical superintendent	\$250.00	\$3,000
1 Assistant superintendent	125.00	1,500
1 Woman physician and chief nurse.....	50.00	600
1 Steward	125.00	1,500
1 Engineer	115.00	1,380
3 Firemen	50.00	600
1 Electrician	85.00	1,020
1 Carpenter	80.00	960
1 Druggist	65.00	780
1 Matron	60.00	720
1 Farmer	55.00	660
1 Watchman	50.00	600
1 Shoemaker	30.00	360
1 Domestic	25.00	300
1 Janitor	30.00	360
2 Gatemen	25.00	300
1 Seamstress	35.00	420
1 Hostler	30.00	360
1 Male cook.....	55.00	660
1 Male assistant cook.....	40.00	480
1 Woman cook.....	40.00	480
2 Woman assistant cooks.....	25.00	300
1 Baker	60.00	720
1 Dairyman	45.00	540
1 Outside night watchman.....	25.00	300
1 Kitchen helper (male).....	30.00	360
1 Kitchen helper (male).....	20.00	240
1 Dining room girl.....	20.00	240
1 Dining room girl.....	15.00	180
1 Laundryman	60.00	720
1 Assistant laundryman.....	30.00	360
7 Laundresses	20.00	240
1 Chief nurse (male).....	60.00	720
1 Nightwatch (male).....	40.00	480
3 Nightwatches (male)	33.00	396
1 Nurse-attendant (male)	35.00	420
2 Nurses-attendant (male)	33.00	396
17 Nurses-attendant (male)	30.00	360

COLORADO STATE INSANE ASYLUM—Concluded:

	—Salary—	
	Per Month	Per Year
1 Nurse-attendant (male)	26.00	312
11 Nurses-attendant (male)	25.00	300
1 Woman assistant chief nurse.....	40.00	480
1 Woman nightwatch	40.00	480
2 Woman nightwatches	33.00	396
1 Woman nightwatch	30.00	360
1 Woman nurse-attendant	33.00	396
10 Woman nurses-attendant	30.00	360
3 Woman nurses-attendant	26.00	312
11 Woman nurses-attendant	25.00	300

The foregoing salaries include maintenance at the institution, with the exception of the carpenter and engineer.

STATE INDUSTRIAL SCHOOL FOR BOYS.

GOLDEN.

	—Salary—	
	Per Month	Per Year
1 Superintendent	\$208.33	\$2,500
1 Chief clerk and storekeeper.....	85.00	1,020
1 Chaplain and teacher.....	75.00	900
1 Teacher woodworking	75.00	900
1 Engineer, machinist and plumber.....	75.00	900
1 General officer, commander Company A.....	70.00	840
1 Gardener, commander Company B.....	70.00	840
1 Blacksmith, commander Company C.....	70.00	840
1 Shoemaker, commander Company D.....	70.00	840
1 Mason, commander Company E.....	70.00	840
1 Florist, commander Company F.....	70.00	840
1 Baker and relief officer.....	60.00	720
1 Tailor and relief officer.....	60.00	720
1 Printer	60.00	720
1 Barn foreman and stockman.....	60.00	720
1 General matron	50.00	600
1 Physician	50.00	600
1 Teacher band, stenography and typewriting.....	50.00	600
1 Manager dining rooms (male).....	50.00	600
1 Principal of schools.....	50.00	600
1 Teacher (male)	50.00	600
1 Laundryman and relief officer.....	50.00	600

STATE INDUSTRIAL SCHOOL FOR BOYS—Concluded.

	—Salary—	
	Per Month	Per Year
1 Nurse and barber	50.00	600
1 Teacher and pianist	45.00	540
1 Woman cook	40.00	480
1 Captain of night watchmen.....	40.00	480
1 Night watchman	35.00	420
3 Night watchmen, \$1.00 per diem.....		365
1 Irrigator with charge of teams.....	35.00	420
1 Matron, main building and chapel.....	25.00	300
4 Cottage matrons	10.00	120
1 Denver parole officer.....	25.00	300
1 Colorado Springs parole officer.....	10.00	120
1 Pueblo parole officer.....	10.00	120

The foregoing salaries include maintenance at the institution, with the exception of the physician and parole officers.

STATE INDUSTRIAL SCHOOL FOR GIRLS.

MORRISON.

	—Salary—	
	Per Month	Per Year
1 Superintendent	\$100.00	\$1,200
1 Assistant superintendent	60.00	720
1 Bookkeeper (male)	50.00	600
1 Farm foreman	65.00	780
1 Farmer	60.00	720
4 Matrons	40.00	480
1 Head teacher	40.00	480
1 Primary teacher	35.00	420
1 Sewing teacher	35.00	420
1 Relief matron and sewing teacher.....	35.00	420
2 Kitchen matrons	35.00	420
2 Assistant matrons	35.00	420
1 Nurse	35.00	420
1 Teacher domestic science.....	35.00	420

The foregoing salaries include maintenance at the institution.

STATE HOME FOR DEPENDENT AND NEGLECTED CHILDREN.

	—Salary—	
	Per Month	Per Year
DENVER.		
1 Superintendent	\$166.66	\$2,000
1 State agent (male)	85.00	1,020
1 Woman chief clerk.....	60.00	720
1 Woman stenographer	30.00	360
1 Engineer	65.00	780
1 Seamstress	25.00	300
1 Nurse	30.00	360
1 Teacher domestic science.....	35.00	420
2 Matrons	30.00	360
5 Matrons	25.00	300
3 Assistant and relief matrons.....	20.00	240
1 Cook	35.00	420
1 Assistant cook	25.00	300
1 Gardener and dairyman	55.00	660
1 Janitor	25.00	300
2 Laundresses	30.00	360
1 Domestic	15.00	180
1 Dining room manager.....	20.00	240

The foregoing salaries include maintenance at the institution, with the exception of the State agent, who is allowed traveling expenses.

SOLDIERS' AND SAILORS' HOME.

	—Salary—	
	Per Month	Per Year
MONTE VISTA.		
1 Commander	\$125.00	\$1,500
1 Adjutant and bookkeeper.....	100.00	1,200
1 Quartermaster and commissary.....	40.00	480
1 Day nurse (male).....	40.00	480
1 Night nurse (male).....	40.00	480
1 Engineer	75.00	900
1 Woman cook	40.00	480
1 Hospital steward	60.00	720
1 Physician	75.00	900
1 Gardener and florist.....	70.00	840
1 Chaplain	20.00	240

The foregoing salaries include maintenance at the institution, with the exception of the physician and chaplain.

COLORADO INDUSTRIAL WORK SHOP FOR THE BLIND.

DENVER.

	—Salary—	
	Per Month	Per Year
1 Superintendent	\$90.00	\$1,080
1 Accountant	10.00	120

STATE HOME AND TRAINING SCHOOL FOR MENTAL DEFECTIVES.

ARVADA.

	—Salary—	
	Per Month	Per Year
1 Superintendent	\$250.00	\$3,000
1 Matron (assistant to superintendent).....	150.00	1,800

Institution not yet organized. Salaries quoted fixed by statute, with maintenance specified in case of superintendent.

DEPARTMENT OF RELICS, G. A. R.

STATE CAPITOL.

	—Salary—	
	Per Month	Per Year
1 Custodian	\$85.00	\$1,020

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